

23 APR 1965

OGC Has Reviewed

MEMORANDUM FOR: Director of Personnel

ATTENTION: [REDACTED]

STATINTL

SUBJECT: Computations for Home Leave Purposes

1. The Special Support Assistant to the Deputy Director for Support, the Office of Personnel and this Office have conferred a number of times over the past several weeks concerning various home leave questions. [REDACTED] and I discussed certain of these questions with representatives of the Civil Service Commission last week. Based on the statute (section 203(f) of the Annual and Sick Leave Act), Civil Service Commission regulations and our conversations with the Civil Service Commission representatives, I believe the following provisions outline the rules which determine when an employee may be granted home leave. It should be emphasized that these are the guideposts of the authority available to the Agency and the Agency has the authority to apply more restrictive principles.

STATINTL

a. An employee is assigned from the time of his recruitment in the United States to a PCS post in the United States. He thereupon serves a tour outside the United States and then is returned to a PCS assignment in the United States. It is contemplated that he will serve abroad again and thus he is an employee for whom home leave is available. Under the PCS orders assigning him abroad and those reassigning him to the United States, he continues to be assigned PCS to his current post until he arrives and reports for duty at his new PCS post. He will be eligible for home leave at the time a period of 24 months expires between the time of his arrival at his overseas post and the date he reports for duty at his United States post of assignment. In computing the 24 months, the time

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of arrival at his overseas post and the date he reports to his United States post may be included. Time spent on annual leave or sick leave within or outside the United States and travel time to the post of assignment in the United States, or to any TDY point, may be included. TDY service at any point may be included. Time spent on leave without pay, in an amount not exceeding two work weeks during each 12 months, may be included.

b. The facts are the same as those above except that the employee's second PCS assignment is outside the United States. He may be granted home leave after his first assignment, of course, under the same formula as that mentioned above. The necessary period of service abroad to permit the granting of home leave after the second assignment abroad (usually 24 months) begins on the date of his arrival at his second post. The formula above applies in computing the second period of service also.

c. The facts are the same as in a. above, except that after his assignment abroad he takes home leave and then serves a PCS tour in the United States. Thereafter he goes abroad and again serves a PCS tour outside the United States. He may be granted home leave after serving 24 months on the second assignment abroad, or after serving the period which is the standard tour for his category of employees at that post, whichever date is earlier. Additionally, the Director of Personnel may, [REDACTED] permit home leave after a second tour abroad upon the service of less time than the standard tour in individual cases when he feels it is warranted.

STATINTL

2. As can be seen from the above, an employee need not be located physically at his post of assignment at the date the 24-month period expires in order to be eligible for home leave.

3. There are special factors with respect to persons whose place of residence is Puerto Rico or a possession of the United States. We suggest that any questions with respect to any such employee be handled on a case-by-case basis.

STATINTL

[REDACTED]  
Associate General Counsel

cc: SSA-DDS

O/F - Attn: Mr. [REDACTED]

OGC/RHL:cdk

1 - Pers. 10

1 - RHL Signer

1 - Chrono.

O&I - Addressee

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STATINTL